

# Frequently Asked Questions



## Why am I being notified?

Planning and Zoning sends letters to notify property owners within 1,000 feet of any request for rezoning, Conditional Use Permit, Preliminary Plat, or variance.

These letters are a courtesy to inform the public. The list of property owners is based on property ownership as listed in the Greene County Assessor's records. Also, properties are required to be posted and advertised in the Daily Events.

## What is a public hearing?

A public hearing is an opportunity for you to speak on record about concerns or in support of a request before the Planning Board, Board of Adjustment, or the County Commission.

## What is the process?

The applicant first meets with County staff to discuss issues regarding traffic, environmental issues, zoning, and building regulations. Next, the request is heard at a public hearing, where the Planning Board will recommend the request for either approval or denial based on the adopted Land Use Plan. The request is then forwarded to the County Commission or to the Board of Adjustment for final approval or

denial. If the request is approved, specific construction plans are reviewed prior to any development. Final plans are required to comply with stormwater, environmental, zoning, and building code regulations.

## What if I am opposed to or in support of a request?

Communication between the applicant and neighboring property owners is encouraged. If possible, you or an authorized representative should attend the public hearings. Anyone may speak at the hearing about the request. Testimony may include neighborhood petitions, expert testimony, pictures, or studies.

If you are unable to attend the hearing, you may submit a letter by fax, mail, or e-mail. The letter will be presented to the Board.

## What if I have questions or need more information?

Please contact the Planning and Zoning office for more information:

Phone—(417) 868-4005

Fax—(417) 868-4808

Office hours— 8:00 AM to 5:00 PM  
Monday through Friday

Historic Courthouse

940 Boonville

Third Floor, Room 305

## SPECIAL POINTS OF INTEREST:

- *Planning Board hearings begin at 7:00 PM*
- *Board of Adjustment and County Commission hearings begin at 9:30 AM*
- *Rezoning and Conditional Use Permit requests are heard at two public hearings*
- *Please turn your cell phones off during any public hearing*
- *Requests are sometimes tabled or withdrawn by the applicant prior to the hearing*
- *More information may be found on the web at [www.greenecountymo.org](http://www.greenecountymo.org)*

# Frequently Asked Questions



## **What is a rezoning?**

A rezoning is a request to change allowed land uses on a property. For example, changing the zoning from residential to commercial allows commercial uses on a property that would otherwise not be allowed. Sometimes a change in zoning is requested to increase the intensity of a land use. For example, changing zoning from Suburban Residential to Multi-Family allows for apartments.

## **What is a Plot Assignment District (PAD)?**

A PAD is a specialized zoning district that allows specific land uses, such as in a planned development. Sometimes a PAD allows a variety or a mixture of land uses. In other cases, a PAD is intended to limit the allowed uses on a property.

## **What is a Conditional Use Permit?**

A Conditional Use Permit (CUP) is a request for a specific land use on a property, such as a cell tower, church, daycare, kennel, or other businesses. Approval of a CUP typically includes several conditions with which the applicant must comply.

## **What is a variance?**

A variance is a request to vary from a zoning or subdivision regulation as specified in the Missouri Revised Statutes, Section 64.120. A variance should meet three criteria for approval:

1. There should be extraordinary conditions applicable to the property in question.
2. The variance should be necessary for the enjoyment of the property.
3. The variance would not cause substantial detriment to neighboring properties.

A variance request is heard by the Board of Adjustment.

## **What is a Preliminary Plat?**

A Preliminary Plat is the survey showing the preliminary lot layout of a development. While the layout may change prior to recording a Final Plat for the development, the number of lots and the general street layout would not change without approval at a public hearing.

A Preliminary Plat should be renewed and updated every two years until the Final Plat is recorded.

A Preliminary Plat request is heard by the Planning Board.